



ROUTE 1 PROPERTY TAX CREDIT APPLICATION INSTRUCTIONS

APPLICATION INFORMATION

Applications will be reviewed for completeness and applicants will be notified if additional information is required to complete the application. The proposed improvements must comply with the Route 1 Manual, county development standards, and bulk zoning regulations, as applicable. A list of eligible work must meet the definition of eligible work (See Appendix A). Failure to provide all required information may result in rejection of the application. Applicants are encouraged to schedule a pre-application meeting to review their proposal. For questions concerning this application, please contact Victoria Olivier at 410-313-2350 or route1taxcredit@howardcountymd.gov.

THE DESIGN ADVISORY PANEL (DAP) reviews development, redevelopment and construction projects within the US Route 1 Corridor. Depending on the size and complexity, some Route 1 Tax Credit improvements will have to be reviewed by DAP as part of the Certificate of Eligibility process. Upon initial review of the project, the Department of Planning and Zoning (DPZ) will determine whether you will need to appear before the DAP to present your project. See <https://www.howardcountymd.gov/Departments/Planning-and-Zoning/Boards-and-Commissions/Design-Advisory-Panel> for more information on DAP.

SUBMIT AN ELECTRONIC COPY of this application package, including all supporting materials required to route1taxcredit@howardcountymd.gov.

PROCESS INFORMATION

The Program Review Committee (Committee) will meet to review the application for a Tax Credit. The Committee will make a recommendation for approval of a Certificate of Eligibility (Certificate) to the County Executive who will sign the Certificate.

In order to receive a tax credit, no work can proceed until the Certificate of Eligibility is issued. Once work is complete, the applicant will be required to submit a Route 1 Final Tax Application no later than April 1 prior to the first tax year for which the credit is being requested (see Appendix B). Verified expenses must have been incurred within the 12 months prior to the final tax claim. A representative of the County will inspect the work to verify that the completed work was approved for the tax credit.

Upon approval of the Tax Credit, the property owner will be required to enter into an agreement with the County regarding maintenance of the improvements for which the credit is received.

PERMIT INFORMATION

Approval for project eligibility does not eliminate the need for any building permit or sign permit that may be required. Those permits may be applied for in the Department of Inspections, Licenses and Permits located on the first floor of the Howard Building at 3430 Court House Dr., Ellicott City, MD. Any questions regarding the permit process or requirements should be directed to the Department of Inspections, Licenses and Permits at (410) 313-2455.

HOWARD COUNTY ROUTE 1 TAX CREDIT

APPLICATION FOR CERTIFICATE OF ELIGIBILITY PRE-APPROVAL

SUBMIT AN ELECTRONIC COPY of this application package, including all supporting Materials required to Victoria Olivier at route1taxcredit@howardcountymd.gov

For questions please call Victoria Olivier at (410) 313-2350.

FOR STAFF USE ONLY:

Date Received:

Application No:

Need DAP:

PROPERTY INFORMATION

Address of Subject Property:

Tax Account Number:

Map	Parcel	Block	Lot
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PROPERTY OWNER INFORMATION:

Owner Name:

Contact Person if different from owner:

Phone (W) (H) (C)

Email: Contact Preference:

PROPERTY ELIGIBILITY REQUIREMENTS: Please check appropriate box.

In accordance with §20-129D of the Howard County Code, I request a certificate of eligible work to qualify for a property tax credit on an eligible property that is a commercial or industrial property that is less than 15 acres and includes no residential component and:

Directly fronts Route 1

Is readily visible from the nearest road edge on Route 1 and adjoins a parcel that fronts Route 1.

Is a tax parcel contained within the perimeter on the "[20.129D Map](#)" on file with the Department of Finance.

ALL APPLICATIONS MUST INCLUDE:

- Labeled color photographs of existing property conditions (final application must show completed work)
- A detailed description and samples of materials, colors and dimensions of proposed work. You are encouraged to submit renderings and/or elevations as well.
- Invoice(s) from a licensed architect, engineering firm or landscape architect firm for designs related costs associated with the proposed work (If applicable).

DESCRIPTION OF PROPOSED PROJECT: Explain why this scope is necessary for your building and the visual impacts it will have on the corridor (attachments allowed)

ELIGIBLE IMPROVEMENTS: Check all that apply

Exterior renovations to a building façade

Exterior painting and cleaning of a building façade

Structural improvements to a building façade

Removal, replacement, or rehabilitation of false facades, architectural features or siding

Restoration, enhancement, or addition of primary architectural features

Installation, replacement, or enhancement of streetscape amenities (e.g. landscaping, walkways seating areas, bike racks, lighting, etc.)

Repair or replacement of doors, windows, and trim work

Structure-mounted signage, canopies and awnings

On-site free-standing signage

Cornices, parapets, and other visible roof repairs

Screening of utility, trash and storage enclosures

Enhanced exterior building lighting that creates a noticeably enhanced appearance

Fencing that does not obscure the building

Sidewalks

New Construction that enhances the building or property and is visible

Interior work necessary to maintain the structural integrity of the building

Other

SIGNATURE/CERTIFICATION:

I HEREBY DECLARE AND AFFIRM under penalties of perjury that I am the owner of the real property in Howard County identified above, and the facts and matter contained in this Application for Certificate of Eligibility Pre-Approval and attachment(s) hereto are true and correct to the best of my knowledge, information and belief. I also authorize such periodic on-site inspection(s) by the Department of Planning and Zoning and its agents as may be necessary to (a) review this application and any petitions filed in connection herewith and (b) to enforce Route 1 Manual and other applicable laws

Owner's Signature

Date

Appendix A

Route 1 Tax Credit Program

Eligible Improvements Include:

1. Exterior renovations to a building façade;
2. Exterior painting and cleaning of a building façade;
3. Structural improvements to a building façade;
4. Removal, replacement, or rehabilitation of false facades, architectural features or siding;
5. Restoration, enhancement, or addition of primary architectural features;
6. Installation, replacement, or enhancement of streetscape amenities (e.g. landscaping, walkways, seating areas, bike racks, lighting, etc.)
7. Repair or replacement of doors, windows, and trim work;
8. Structure-mounted signage, canopies and awnings;
9. On-site free-standing signage;
10. Cornices, parapets, and other visible roof repairs;
11. Screening of Utility, trash and storage enclosures;
12. Enhanced exterior building lighting that creates a noticeably enhanced appearance;
13. Fencing that does not obscure the building;
14. Sidewalks;
15. New Construction that enhances the building or property and is visible;
16. Interior work necessary to maintain the structural integrity of the building, or
17. Other upgrades, renovations or improvements made to a property deemed appropriate by the Program Review Committee.

Ineligible Improvements Include:

1. Improvements to building interiors;
2. Refinancing existing debt, permit, legal, and loan fees, etc;
3. Installation or repair of mechanical equipment, the installation or repair of electrical or plumbing systems, and the installation, relocation or repair of utilities;
4. Routine maintenance;
5. Removal of architecturally significant features;
6. Security enhancements;
7. Demolition;
8. Replacements of existing fixtures that constitute repairs, or
9. Other work deemed inappropriate by the Program Review Committee